

Group Legal
June 2022

sappi

Uqeqesho lakwa ESD



1. Ikhodi yakwa Sappi yendlela yokuziphatha
2. Ikhodi yokuziphatha ko Sonkontileka

Uhlelo loqeqesho



- Umhlahlandlela uqala ngokuthi njenge Nkampani silandela imithetho ekhona kuwo wonke amazwe lapho esenza kuwo umsebenzi wethu kanye nohwebo.
- Lokhu kusho ukuthi njengoba uSappi esebenzela eNingizimu Afrika, silandela yonke imithetho ekhona kulelizwe.
- Isisho sakwa Sappi sithi:

“We do business with integrity and courage; making smart decisions which we execute with speed”

Phecelezi sithi: “Kwa-Sappi senza ibhizinisi ngobuqotho futhi sitshengisa isibindi, siphinde senze izinqumo ezikhaliphile ngokushesha”

Lemigomo elandelayo iyona ezokunikeza umhlahlandlela ekwenzeni izinqumo nalapho udinga ukuthatha izinyathelo:

- Ukuphatha abanye kahle ngendlela nawe ongathanda ukuthi uphathwe ngayo
- Ukuba neqiniso nokwethembeka
- Ukusiza ekuqedeni ukungathembeki kanye nobugebengu
- Ukuvikela imvelo, futhi
- Ukuhlonipha ukwehluka kwezinhlanga nokungacwasi ngokwebala.

Ikhodi yakwa Sappi yendlela yokuziphatha

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Ukuzinikela ekuphakamiseni isithunzi senkampani u-Sappi ngokuziphatha ngendlela efanele futhi uziqhelelanise nezenzo ezizokwehlisa isithunzi sakwa-Sappi ngokuthi:

- Uzijwayeze ukufunda okubhaliwe kwi - Khodi yendlela yokuziphatha, ukuze ukwazi ukuthi kuchaza ukuthini futhi kulindelekeni kuwena
- Ukuqinisekisa ukuthi esibambisene nabo ebhizinisini, Osonkontileka, amakhasimende kanye nabanye abenza umsebenzi wethu bazi ukuthi kulindeleke ukuthi nabo bazijwayeze iKhodi yendlela yokuziphatha futhi balandele imiyalelo ekhona
- Ukuveza uma kukhona abenza okuphambene okungahambisani neKhodi Yendlela Yokuziphatha, futhi
- Ukugwema noma iyiphi indlela yokuhlukumeza, ubuqhawaga, ukucwasana ngokwebala kanye nokunye ukucwasana, lapho uzobe uvikela amalungelo ethu sonke njengabantu.

- Uma kukhona abasebenzisana no-Sappi (oSonkontileka noma amaKhasimende) abanqabayo ukuhambisana nemigomo kanye nangendlela yokuziphatha eveziwe kule-Khodi, u-Sappi njengebhizinisi uzokucubungula ubudlelwane be-nkampani kanye nalabo bantu abangahambisani nemigomo ka Sappi, aphume nesinqumo sokuthi ngabe inkampani isengakwazi ukusebenzisana nabo noma ibuqede ubudlelwane
- Ukhona nomhlahlandlela obhaliwe ukulungisa nokunqanda izimo ezingamukelekile

Ikhodi yakwa Sappi yendlela yokuziphatha

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Indlela elindelekile yokuziphatha

- Sikhuthaza oSokontileka kanye nama Khasimende ka-Sappi ukuthi baphathe futhi baxhumane kahle nabasebenzi babo, ngendlela etshengisa futhi ehlonipha amalungelo abantu
- Bonke abasebenzi bakwa Sappi balindeleke ukuba baphathe bonke abasebenza nabo nabasebenza ngaphansi kwabo ngenhlonipho nangesizotha kulindeleke ukuthi ziphathe bonke ezisebenza nabo ngenhlonipho nangesizotha
- Kulindeleke ukuthi oSonkontileka baka Sappi babe nesimilo benga khokhelie ukuthola inkontileka ngemali noma ngempahla noma ngesithembiso sekufeza isidingo thizeni kubantu abasebenzela uSappi ukuze bathenge ukwesekwa kwabo kubanikezeli bempahla noma izingxoxo zenkontileka
- Kulindeleke ukuthi oSonkontileka kanye nama Khasimende ka Sappi alandele yonke imithetho, imigomo kanye nezindlela zokuphepha nezokuphathwa kahle kwemvelo ezihambisana nebhizinisi esikulona njengalokhu kugunyazwe uHulumeni kanye ne Nkampani yakwa Sappi
- Okuse mqokwa ekumele sikuqonde ukuthi ukugwazelwa **kungenzeka ngaphambi, ngesikhathi, noma ngemuva** komklomelo wenkontileka

Ikhodi yakwa Sappi wendlela yokuziphatha

uSappi wenza ibhizinisi ngokwenza imikhiqizo nezinsiza kusebenza ezisezingeni eliphezulu, ngaphandle kokwamukela noma ukuphisana ngeziphho. Kukhona lapho kungenzeka kunganambithisiseki uma ungazamukeli iziphho

Umbuzo okumele uzibuze wona ukuthi 'Ingabe umuntu ocabanga ngendlela elungile, angabona ukwamukela iziphho kuzoba nomthelela ezinqumeni engizozithatha ngebhizinisi?' Uma Impendulo ithi 'Yebo', kumele ungazamukeli lezoziphho.

Kubalulekile ukuthi izinqumo ezenziwa ngaba sebenzi bakwa Sappi zingahlangani nakancane neziphho, kanye nezinto ezinhle abazi nikezwa ngoSonkontileka okungenza

- oSonkontileka bazibone befanelwe ukuthola okuthile;
- Ubeke izimfuno zakho phambili, ushiye ezakwa-Sappi ngemumva;
- Ulimaze ukuzimela kwakho, noma;
- Kubenomthelela ongemuhle ekwenzeni umsebenzi wakwa-Sappi;
- Kumele ubike konke ukugwazelwa noma imizamo yokugwazelwa nenkohlakalo onolwazi ngayo;
- Kumele ugweme konke okungashayisana noma okubukeka kungashayisana nomthetho wokusebenza kwenkampani

Ikhodi yakwa Sappi yendlela yokuziphatha

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Umbuzo: *Inkampani kaBaba ka-Jo izama ukuba ingxenye yabathumela umsebenzi kwa-Sappi. Njengoba u-Jo esebenzela u-Sappi, ingabe lokhu kungaba inkinga?*

Impendulo: Uma uJo enamandla okwenza izinqumo futhi kunguyena owenza umsebenzi wokuthenga nokwamukela umsebenzi kuzobakhona ukushayisana. Ngisho ngabe u-Jo akanawo amandla okwenza izinqumo, kodwa ubudlelwane bakhe kungabukeka kunokushayisana nemithetho yenkampani. U-Jo kumele abikele umphathi wakhe ngokulandela imigudu efanele yokuveza imininingwane efana nalena. U-Jo kumele aziqhelanise nalapho kwenziwa khona izinqumo ezithinta inkampani kababa wakhe

Umbuzo: U-Sam uyakwazi ukuthola imiphumela yezimali ephuma njalo ezikhawini zonyaka, Ingabe engabaxoxela abomndeni wakhe noma abangani bakhe ngemiphumela engaba emihle noma emibi eqeda kutholwa e-Sappi?

Impendulo: Akufanele alukhiphe lolulwazi ngaphambi kokuthi lemiphumelo ikhishwe e-Johannesburg Securities Exchange lapho amasheya ase-Sappi abhaliswe khona. Ngaphambi kwalokho, imiphumela isuke isayimfihlo yenkampani. Uma umndeni ka-Sam noma abangani bakhe besebenzisa noma bethenga amasheya akwa-Sappi ngaphambi kokukhishwa kwemiphumela emphakathini, ngenxa yolwazi abaluthole ku-Sam, bazobe sebephule imithetho yokuhweba yangaphakathi.

- Ungazihlanganisi nabancintisana no-Sappi okanye ababambisene nabo ebhizinisini nenze izivumelwano ngemizamo yokunciphisa enincintisana nabo.

Lapha sibala:

- Ukushintsha Amanani (kungaba ukunciphisa noma ukwehlisa amanani emikhiqizo thizeni)
- Inhlanganyela yokuqala ukudayisa impahla ngamanani aphuliwe, noma
- Ukuhlukanisa izimakethe zemikhiqizo, imingcele noma amakhasimende (**Isib. 'sizosuka emakethe yakho uma nawe ungeke usebenze kweyethu**

- Uma uthumela okuthile ku-inthanethi kumele uqikelele ukuthi awufaki uphawu lakwa-Sappi nemibhalo yenkampani, nemibiko yezimali yenkampani futhi ulandele imigomo efanele
- Kumele uzivikele ngokuhlakanipha, uphinde uvikele nabanye futhi ungakhohlwa nokuvikela indlela uSappi aziwa ngayo nesithunzi sakwa Sappi
- Kunzima ukuzifihla ku-inthanethi futhi yona ayikhohlwa. Okubhalayo khona kuhlala kukhona ngasosonke isikhathi futhi baningi abakwaziyo ukuthola lowo mbhalo owukhiphile ngenxa yokuthi uhlala isikhathi eside. Kumele Uqaphele kakhulu ngezinto ozifakayo khona ngasosonke isikhathi



Ikhodi yokuziphatha ko Sonkontileka

Ikhodi yokuziphatha ko Sonkontileka, yenzelwe ukuqinisekisa ukuthi indlela yokuziphatha yakwa-Sappi iyaqondwa ngokucacile futhi iyesekwa yibo bonke oSonkontileka baka Sappi

oSonkontileka kulindeleke ukuthi:

- Bazijwayeze ngekhodi yokuziphatha yakwa-Sappi, etholakala ku www.sappi.com
- Bathobele isiqi kanye nenqubomgomo **yeKhodi** ka Sappi yokuziphatha, ikakhulukazi leyo ehlobene nokungqubuzana kwezinhloso zenzuzo, ukuvikelwa kwa labo abakhuluma izindaba ezibucayi, ukukhwabanisa, inkohlakalo nokuncintisana

Ikhodi yokuziphatha ko Sonkontileka

Okunye okulindelekile koSokontileka ukuthi:

- Babike izigameko zukuziphatha okungafanele noma ukuziphatha okungekho emthethweni kwanoma ubani ohlotshaniswa ne-Sappi, ngokushayela inombolo efanele ye-Sappi Hotline noma ngokudlulisela okumkhathazayo ku Ethics@sappi.com

Kulindeleke ukuthi oSonkontileka kulindeleke ukuthi:

- Bahloniphe wonke umthetho wase Ningizimu Afrika;
- Bahloniphe amalungelo abo bonke abantu;
- Baphathe abasebenzi babo ngenhlonipho nango buqotho;
- Bengaqashi izingane ezingaka hlanganisi iminyaka eyishumi nesishiyagalombili;
- Balandele imigomo nomthetho ugunyazwe uMnyango wezabasebenzi uma kuza kuma hora okusebenza

Ikhodi yokuziphatha ko Sokontileka

- Bakhokhele abasebenzi babo umholo ogunyaziwe;
- Bavumele abasebenzi ukuthi bajoyine izinyunyana;
- Basebenze ngendlela enqanda ukucwaswa;
- Banikeze abasebenzi izinsiza zoku phepha, baphinde baqeqeshe abasebenzi ngokuphepha;
- Bagcine amakhemikhali ngendlela ephephile;
- Banakekele imvelo baqikelele futhi ukugwema ukungcolisa imvelo

- oSonkontileka kungase kudingeke ukuthi basayine banikeze ngamakhophi ezincwadi ezibagunyazayo ohwebeni lwabo, noma bavumele uSappi kanye/noma yimuphi umuntu osebenza noma omele uSappi ukuba benze ukucwaninga kwamabhuku ezikhungweni zabo zokusebenza
- uSappi unelungelo lokuzihlukanisa futhi ahabalalise ubudlelwane noSonkontileka uma izekho zabo zingqubuzana no Sappi noma kanye ezinga hambisani nemithetho yezwe
- Ukwephulwa kwemithetho ebucayi kungaholela ekumisweni ngokushesha kobudlelwano buka Sonkontilela othintekayo

Isiphetho

Siyabonga!

